

STUDENT WORKER APPLICATION FOR EMPLOYMENT

I. PERSONAL DATA:

| | | |
|---|---|--|
| Date of Application | Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No | Other last name(s) you have used |
| Name: Last, First, Middle | | Home Phone |
| Street or Rural Route Address | | Alternate Phone |
| City/State | | Zip |
| Email Address | | |
| Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe circumstances on a separate sheet and attach. | | Are you authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No (Proof of citizenship or eligibility for immigration work authorization is required upon employment.) |

II. POSITION APPLYING FOR:

Level: Student Worker Do you have a specific position for which you would like to apply? ☐ Yes ☐ No

List position(s) title: _____

Have you ever been employed at ECC before? ☐ Yes ☐ No If yes, when: (Mo./Yr.) _____ to (Mo./Yr.) _____

Position Held: _____ **Former Supervisor:** _____

Are you currently enrolled at ECC? ☐ Yes ☐ No If yes, please list the terms: ☐ Spring ☐ Summer ☐ Fall

Have you completed your FAFSA? ☐ Yes ☐ No

What semesters are you available for student work-study? ☐ Spring _____ ☐ Summer _____ ☐ Fall _____

Days Available: _____ Hours Available: _____

III. EDUCATION: Official transcript(s) will be required for all college work indicated.

| Name of Institution | State | Graduated? | Degree Obtained | Major |
|---------------------------|-------|--|-----------------|-------|
| High School or GED | | <input type="checkbox"/> Yes <input type="checkbox"/> No | N/A | N/A |
| College or Other Training | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| College or Other Training | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

HR Use Only:
 F.A. Approved ☐ Yes ☐ No

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|--|-------|--|-----------------------------|
| IV. EMPLOYMENT HISTORY: (Please list present and previous work experience/periods of employment or provide a current resume.) <input type="checkbox"/> Check if resume is attached. | | | |
| Company | | Current Position | From (Mo./Yr.) To (Mo./Yr.) |
| Street Address | | <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary # Hours per week: _____ | |
| City | State | Zip | Summarize Main Duties |
| Phone | | Summarize Reason for Leaving | |
| Company | | Former Position | From (Mo./Yr.) To (Mo./Yr.) |
| Street Address | | <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary # Hours per week: _____ | |
| City | State | Zip | Summarize Main Duties |
| Phone # | | Summarize Reason for Leaving | |

| | |
|--|-------|
| V. AUTHORIZATION FOR RELEASE OF INFORMATION: <u>READ CAREFULLY BEFORE SIGNING</u> Unsigned applications will not be considered for employment.. | |
| I hereby authorize my current and former employers and references to furnish any information about me and about my work experience. I release my current and former employers and references from any and all liabilities or damages of any nature as a result of providing such information. My current and former employers and references may rely on a signed copy of this release. I certify that the answers given in this application are true and complete to the very best of my knowledge. In the event I am employed by East Central College and in the further event that I have provided false or misleading information or made an omission of material fact in this application or in subsequent employment interviews, I understand that my employment may be terminated at any time after discovery of the false or misleading information. I understand that this application will be considered active for twelve months. I understand that if I wish my candidacy to remain open after that date I must submit another application. I understand that East Central College is required to participate in E-verify. | |
| Signature of Applicant: | Date: |
| NOTICE OF NON-DISCRIMINATION – Applicants for admission and employment, students, employees, and sources of referral of applicants for admission and employment and individuals with whom the Board of Trustees and college officials do business are hereby notified that East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director, 005-D Donald Shook Student Center, telephone number 636-584-6710 or hrnotice@eastcentral.edu . | |
| In compliance with the federal Student Right-to-Know Act and the Campus Security Act, information regarding campus (and off-campus) crimes, safety and security policies and procedures, and student graduation rates are available at www.eastcentral.edu/business/leadership/institutionalresearch . Copies may also be obtained by contacting the Office of Institutional Research, Assessment and Planning. | |